

Online Final Year Project Submission

Student Guide

MICET FYP Committee



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OneDrive

CONTENT

A. FYP Online Submission Steps

B. Industry Based FYP Form Submission Steps



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A. FYP Submission

1. FYP Data Entry* (Final Thesis Submission Only)
2. Final Proposal
3. Final Thesis

Note:

CD submission NOT REQUIRED since the Online Submission is implemented.



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FYP Data Entry*

1. FYP data entry is required prior to thesis submission.
2. The data will be used for your graduation transcript.



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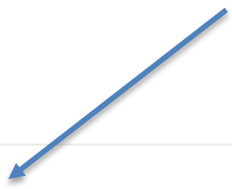



Step 1 Click FYP Data Entry

+ New ▾ ↑ Upload ▾ ↻ Sync ⚙ Automate ▾

Sort ▾ ≡ ▾ ⓘ

Files

Check the shared folder in your OneDrive account

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
  FYP Data Entry	22 minutes ago	Final Year Project Submissi	2 items	🔒 Shared
 FYP Submission	March 4, 2019	Final Year Project Submissi	3 items	🔒 Shared
 Industry Based FYP Form Submission	March 31	Final Year Project Submissi	3 items	🔒 Shared
 Online FYP Submission.pdf	April 1	Final Year Project Submissi	3.25 MB	🔒 Shared



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Step 2 Click Year of FYP 2

If your FYP 2 is July Semester 2020, Select Year 2020

Files > FYP Data Entry 

 Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Year 2020 	22 minutes ago	Final Year Project Submissi	4 items	 Shared
 Year 2021	21 minutes ago	Final Year Project Submissi	0 items	 Shared












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Step 3 Click Your FYP 2 Semester

Files > FYP Data Entry > Year 2020 

 Name ▾	Modified ▾	Modified By ▾	File size ▾
  FYP Data Entry_FYP 2 (Sem_July2020).xlsx	6 minutes ago	Final Year Project Submissi	33.0 KB
  FYP Data Entry_FYP 2 Option 1 (Sem_Jan2020).xlsx	6 minutes ago	Final Year Project Submissi	33.0 KB
  FYP Data Entry_FYP 2 Option 2 (Sem_Jan2020).xlsx	6 minutes ago	Final Year Project Submissi	32.5 KB
  FYP Data Entry_FYP Diploma (Sem_July2020).xlsx	4 minutes ago	Final Year Project Submissi	33.1 KB



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Step 4

Select Your FYP Section & Key-In Info

Excel | Final Year Project Submission > Year 2020 | FYP Data Entry_FYP 2 Option 2 (Sem_Jan2020) - Saved | Final Year Project Submission

File | Home | Insert | Formulas | Data | Review | View | Help | Tell me what you want to do | Open in Desktop App | Share | Comments

Undo | Paste | Clipboard | Font | Alignment | Number | Conditional Formatting | Format as Table | Cell Styles | Insert | Delete | Format | Cells | AutoSum | Sort & Filter | Find & Select | Ideas

A1 | No

No	ID	Name	Supervisor	Title
1	1			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Enter the required details

Make sure all info keyed-in Is Autosaved before closing to prevent from data lost

Click Your FYP Section NOT your Programme Section

Process | Food | Bioprocess | Environment | Polymer | Technical Foundation | +

Proposal & Thesis Submission



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Step 1: Click FYP Submission

The screenshot shows a web browser window with the following details:

- Browser:** Chrome
- URL:** unikl365-my.sharepoint.com/personal/fypsubmission_unikl_edu_my/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Ffypsubmission_unikl_edu_my%2FDocu...
- OneDrive Interface:**
 - Search Bar:** Search
 - Navigation:** New, Upload, Sync, Automate
 - Sort:** Sort
- Files List:**

Name	Modified	Modified By	File Size	Sharing
FYP Submission	March 4, 2019	Final Year Project S	3 items	Shared
Industry Based FYP Form Submission	Yesterday at 1:27 P...	Final Year Project S	3 items	Shared
Online FYP Submission.pdf	May 31, 2019	Final Year Project S	2.50 MB	Shared



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Step 2: Choose Your Subject

The screenshot shows a web browser window with the following elements:

- Browser:** Chrome, with tabs for 'FYP Submission - OneDrive' and '+'. The address bar shows the URL: `unkl365-my.sharepoint.com/personal/fypsubmission_unikl_edu_my/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Ffypsubmission_unikl_edu_my%2FDocu...`
- OneDrive Interface:**
 - Header:** 'OneDrive' logo, a search bar, and navigation icons (bell, settings, help, profile).
 - Navigation Bar:** Icons for 'New', 'Upload', 'Share', 'Copy link', 'Sync', 'Download', 'Automate', 'Sort', and 'Info'.
 - Files Section:** Titled 'Files > FYP Submission', it displays a table of files.

Name	Modified	Modified By	File Size	Sharing
CPB 40804 FINAL YEAR PROJECT 1	June 15, 2019	Final Year Project S	1 item	Shared
CPB 49906 FINAL YEAR PROJECT 2	June 15, 2019	Final Year Project S	2 items	Shared
CPD 39806 FINAL YEAR PROJECT (DIPLOMA)	June 15, 2019	Final Year Project S	1 item	Shared



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Step 3: Click Document For Submission

Files > FYP Submission > CPB 49906 FINAL YEAR PROJECT 2

Name	Modified	Modified By	File Size	Sharing
FINAL THESIS	March 4, 2019	Final Year Project S	2 items	Shared



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Step 4: Click Semester Of The Course

Chrome File Edit View History Bookmarks People Tab Window Help 2519rpm / 58°C 100% Wed 10:26

FINAL THESIS - OneDrive

unikl365-my.sharepoint.com/personal/fypsubmission_unikl_edu_my/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Ffypsubmission_unikl_edu_my%2FDocu...

Apps University of Read... UniKL Single Sign... YouTube - Broadc... Maybank2u.com Welcome To CIMB... Selamat Datang K... UniKL Portal - Sta... View Account Prof...

OneDrive Search

+ New Upload Share Copy link Sync Download Automate Sort

Files > FYP Submission > CPB 49906 FINAL YEAR PROJECT 2 > FINAL THESIS

Name	Modified	Modified By	File Size	Sharing
SEMESTER JANUARY 2019	March 4, 2019	Final Year Project S	6 items	Shared
SEMESTER JANUARY 2020	A few seconds ago	Final Year Project S	0 items	Shared
SEMESTER JULY 2019	June 30, 2019	Final Year Project S	6 items	Shared
















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Step 5: Click Your Program (Not Your Supervisor's Section)

... > CPB 49906 FINAL YEAR PROJECT 2 > FINAL THESIS > SEMESTER JANUARY 2020 

	Name ▾	Modified ▾	Modified By ▾	File Size ▾	Sharing
	 BCB	About a minute ago	Final Year Project S	0 items	 Shared
	 BCE	A few seconds ago	Final Year Project S	0 items	 Shared
	 BCF	A few seconds ago	Final Year Project S	0 items	 Shared
	 BCP	A few seconds ago	Final Year Project S	0 items	 Shared

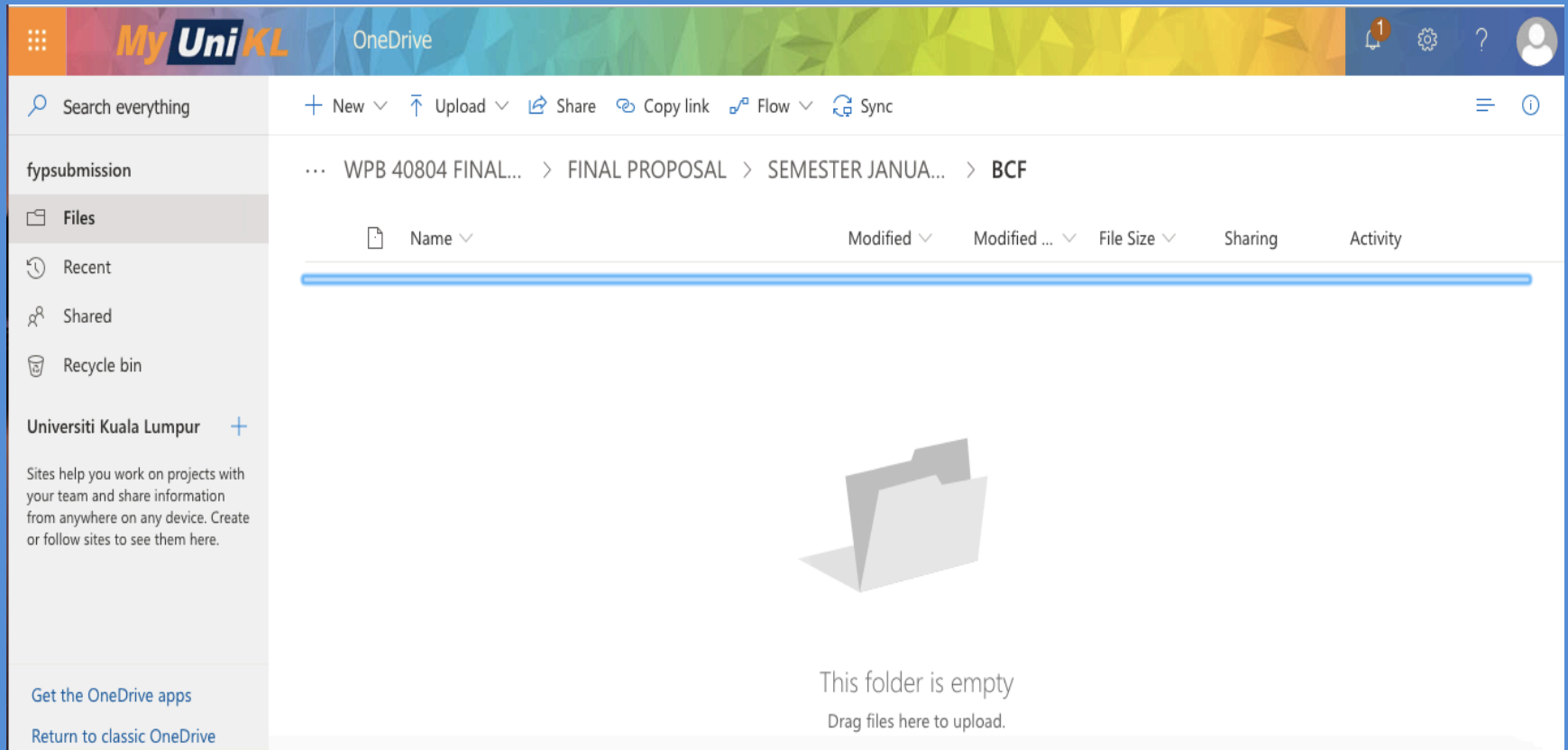


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Step 6: Upload File & Submission Completed!



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Important Instruction

- Link for OneDrive will be send to you through your active UniKL email. ***Make sure to activate your email account!***
- Please rename the file for submission using the format as follows:
Document_Program_Semester_Name

Example:

Thesis_BCF_January2019_Jack Black

- **Online submission is COMPULSORY along with the hardcopy submission.**
- **Submission MUST be in PDF format ONLY**

B. Industry Based FYP Form Submission



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Step 1: Click FYP Submission

The screenshot shows a web browser window with the following details:

- Browser:** Chrome
- Address Bar:** unikl365-my.sharepoint.com/personal/fypsubmission_unikl_edu_my/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Ffypsubmission_unikl_edu_my%2FDocu...
- OneDrive Header:** Includes a search bar and navigation icons (New, Upload, Sync, Automate).
- Files List:**

Name	Modified	Modified By	File Size	Sharing
FYP Submission	March 4, 2019	Final Year Project S	3 items	Shared
Industry Based FYP Form Submission	Yesterday at 1:27 P...	Final Year Project S	3 items	Shared
Online FYP Submission.pdf	May 31, 2019	Final Year Project S	2.50 MB	Shared



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Step 2: Click Semester Of Your Course

The screenshot shows the OneDrive web interface. At the top, there is a navigation bar with the OneDrive logo, a search bar, and a notification bell. Below the navigation bar is a toolbar with icons for New, Upload, Share, Copy link, Sync, Download, Automate, Sort, and a settings icon. The main content area shows a breadcrumb path: Files > Industry Based FYP Form Submission. Below this, there is a table listing the contents of the folder.

Name	Modified	Modified By	File Size	Sharing
Semester January 2020	Yesterday at 1:37 P...	Final Year Project S	6 items	Shared
Semester July 2019	Yesterday at 1:37 P...	Final Year Project S	11 items	Shared
Semester July 2020	Yesterday at 1:37 P...	Final Year Project S	0 items	Shared

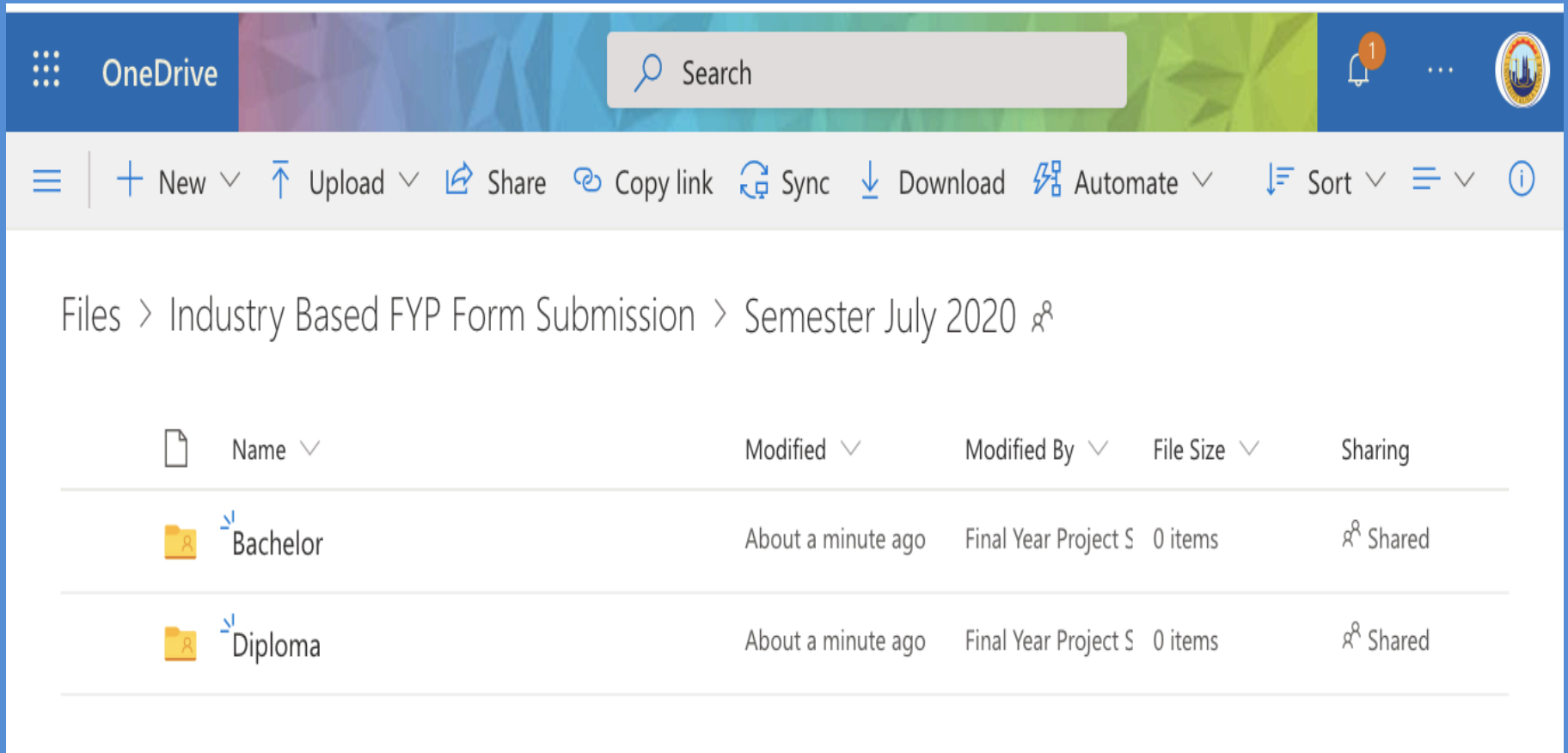


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




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Step 6: Upload File & Submission Completed!



The screenshot displays the Microsoft OneDrive web interface. At the top, the 'OneDrive' logo is on the left, a search bar is in the center, and a notification bell with a red '1' and a user profile icon are on the right. Below the header is a toolbar with icons for 'New', 'Upload', 'Share', 'Copy link', 'Sync', 'Download', 'Automate', 'Sort', and a settings icon. The main content area shows a breadcrumb path: 'Files > Industry Based FYP Form Submission > Semester July 2020'. Below this is a table listing folders:

 Name	Modified	Modified By	File Size	Sharing
 Bachelor	About a minute ago	Final Year Project S	0 items	 Shared
 Diploma	About a minute ago	Final Year Project S	0 items	 Shared



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Any question?

Please contact your FYP Section Coordinator or Campus FYP Coordinator should you have any questions or difficulties.



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